

## Is a Permit Required?

Compiled from list of most popular home, office or building improvement projects.

Additions/Expansions to Your Home, Office or Building	Yes
Air Conditioning System	Yes
Brick Mailbox	No
Carport	Yes
Deck or Patio	Yes
Door Frame Replacement	Yes
Door Replacement	No
Driveway Approach	Yes
Electrical Systems	Yes
Fireplace Construction	Yes
Fence (New)	Yes
Fence (Repair if replacing more than 50%)	Yes
Garage Enclosure/Conversion	Yes
Garage Door	No
Heating/Air Ventilation System	Yes
Hot Tub	Yes
Hot Water Heater	Yes
Kitchen Expansion	Yes
Painting	No
Plumbing System	Yes
Remodeling	Yes
Replacing Glass in Window or Door	No
Replacing Rotting Wood on Structure	No
Replacing Shingles or Re-Roofing	Yes
Satellite Dish Installation	No
Shed or Storage Building	Yes
Sky Lights	Yes
Sprinkler System	Yes
Swimming Pool (In ground)	Yes
Swimming Pool (Above ground)	Yes
Tree Planting	No
Window Frame Replacement	Yes

It takes everyone in a community to keep our homes, schools, offices, stores and buildings safe for public use.

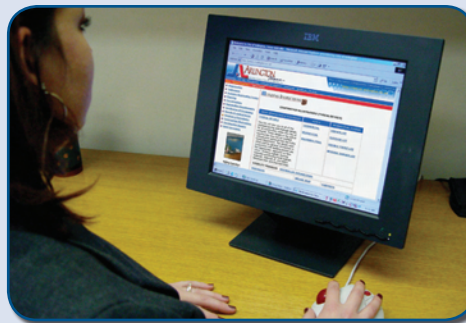
Your safe construction practices help protect you, your family, your friends - your investment.

Before you build or make home improvements, ask a local certified plans examiner or building official about the permit process.



**817-459-6502**

[www.arlingtontx.gov/build](http://www.arlingtontx.gov/build)



This brochure has been prepared to help protect the outcome and investment of your construction project.

Information in this brochure was compiled with assistance from the following:

*City of Arlington  
Community Development and Planning Department*

*City of Arlington Office of Communication*

*The International Code Council*

# Before You Begin Your Construction Project...

## Visit with Your Local Building Inspections Officials

Your home or business is an investment. If your construction project does not comply with the codes adopted by your community, the value of your investment could be reduced.

This fact can be traced through recorded history for more than 4,000 years. Buildings are more durable and perform better in communities where construction and fire codes ensure public health and safety.

Your local building inspectors and plans examiners can help ensure your construction project will be built safe the first time. A building permit is your legal permission to start construction.



# The Permit Process – Six Easy Steps to Safety and Compliance

## Step 1

### **Talk With A Plans Examiner or Building Inspector**



The City of Arlington wants your project to be a success. A plans examiner can help. Talk with a plans examiner or building inspector about your construction plans. Plans examiners and building inspectors hold state licenses and national certifications. Make them your first resource for compliance with building codes.

## Step 2

### **Complete Application for a Building Permit**

Document the “Who, What, When, Where and How” of your project. Provide drawings or plans of your proposed project.

## Step 3

### **Building Permit Review**

Once your application is complete, a plans examiner will review your plans and determine if your project is in compliance with local building code requirements. When your construction plans meet requirements, a building permit is issued. When your project does not comply with local building codes, your plans examiner can suggest possible solutions.

## Step 4

### **Receive Building Permit**

Now that you have been approved for a building permit, you have legal permission to start construction. A permit fee is determined. It is based on the overall size of your project. Through a self-supporting permit fee system, public protection is obtained in a cost-effective manner from plan review to field inspection.



## Step 5

### **On Site Inspection**

Inspections are required to ensure the scope of work being completed conforms to local codes and plans. You have access to a certified building inspector to help minimize potentially costly mistakes and ensure that the work is safe.

## Step 6

### **A Safe Project**

When completed, you have the personal satisfaction of knowing your project was done right. Enjoy your new surroundings with the peace of mind of knowing that your project is durable and meets the safety standards of your community.



## Before You Begin...

- The best way to find out if you need a permit is to contact the City of Arlington Building Inspections Office at 817-459-6502.
- You may visit or call the One Start Information Desk at 817-459-6502. Visit [www.arlingtontx.gov/build](http://www.arlingtontx.gov/build). Planners, Engineers and Plans Examiners are available at the One Start Center, located in City Hall on the second floor at 101 W. Abram St.
- Discuss your plans with a certified plans examiner or building inspector before beginning your improvement project to determine if a permit will be needed.
- Even if a permit is not needed, a plans examiner can answer most construction related questions, helping you save time and money.
- Plans examiners and building inspectors have important roles in our community. They lead efforts to protect the public by helping to educate and reduce the potential hazards of unsafe construction.
- With a permit, your completed home improvement project meets minimum health, safety and energy standards for you, your family, your friends and any future owners.